

## FINANCE DEPARTMENT

The Finance Department provides financial services to the city administration in the most effective and efficient manner possible through the development and application of sound operating procedures and through the continued enhancement of the city's financial recording and reporting systems. This is accomplished by utilizing to maximum capacity the financial and personnel resources appropriated to the department.

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### Administration

Appropriation: \$ 490,800

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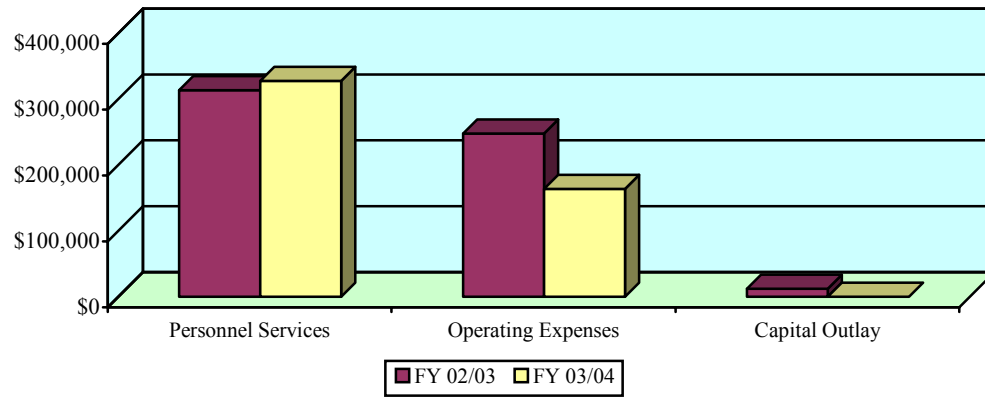
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The Administrative Office directs and supervises the daily activities of the functional programs, and works through the Governing Body and City Manager in establishing and implementing the city's fiscal policies to ensure the highest degree of financial responsibility and accountability. Through the various operating programs in the department, the Finance Director is responsible for providing financial, accounting, budgeting, purchasing and administrative services.

The General Fund operating budget for administration provides funding for salaries and benefits of the Department Director and three staff members; and general liability, fleet-physical damage and property insurance coverage for the entire department. The budget also includes \$75,000 for the audit contract and \$15,000 for payment of the property tax collection fee.

<u>POSITION/CLASSIFICATION</u>	<u>FY 02/03 ACTUAL</u>	<u>FY 03/04 BUDGET</u>
Department Director	1 – EX	1 – EX
Office Manager	1 – EX	1 – EX
Administrative Assistant	1 – CLFT	1 – CLFT
Cash Management & Investment Officer	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	4	4

## EXPENDITURE CLASSIFICATION



	FY 02/03 <u>REVISED</u>	FY 03/04 <u>APPROPRIATION</u>
Personnel Services	\$ 313,587	\$ 327,317
Operating Expenses	247,316	163,483
Capital Outlay	<u>12,345</u>	<u>0</u>
 TOTAL:	 \$ 573,248	 \$ 490,800